

# OCHR FACTSHEET

## Individuals with Disabilities

*Audience: Schedule A Eligible Applicants*

*Issued: October 2014*

### SCHEDULE A APPOINTING AUTHORITY

This Fact Sheet:

- Provides background information on Schedule A hiring
- Specifies the eligibility requirements
- Lists FAQs

### Background

On July 26, 2010, President Barack Obama issued Executive Order 13548 which provides that the federal government must become a model for the employment of individuals with disabilities. Executive Order 13548 directs federal departments and agencies to improve their efforts to employ federal workers with disabilities and targeted disabilities through increased recruitment, hiring and retention of these individuals. Additionally, the Executive Order adopts the goal set forth in Executive Order 13163 of hiring 100,000 people with disabilities into the federal government over 5 years, including individuals with targeted disabilities.

An applicant with a severe physical disability, psychiatric disability and/or intellectual disability can be hired non-competitively under the Schedule A Hiring Authority (5 CFR 213.3102(u)) into the federal government. This non-competitive hiring process allows an agency to hire a qualified applicant with a disability without requiring them to compete for the job. After two years of satisfactory service, Schedule A appointees may qualify for conversion to permanent status.

### Eligibility

Schedule A applicants can apply to any Department of the Navy (DON) job announcement posted on [www.don.usajobs.gov](http://www.don.usajobs.gov). In order to be eligible for appointment through the non-competitive process, applicants must provide proof of disability. Documentation is required to verify that the individual is a person with a physical disability, psychiatric disability and/or intellectual disability. Documentation to verify Schedule A eligibility can be obtained from:

- A licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia or a U.S. territory to practice medicine);
- A licensed vocational rehabilitation specialist (i.e., state or private); or
- Any federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.

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## Application Process

To apply to a position with the DON, you must follow the following steps:

- 1) Apply to any open DON job announcement on [www.don.usajobs.gov](http://www.don.usajobs.gov) for which you believe you are qualified;
- 2) Attach all supporting documentation to the job application, including your Schedule A letter
- 3) Send the job announcement number and all supporting documentation to the DON Selective Placement Coordinator to [donstaffing@navy.mil](mailto:donstaffing@navy.mil).

Once the Schedule A package has been received, it will be sent to the appropriate Office of Civilian Human Resources operations center for consideration.

NOTE: Your Schedule A eligibility does not guarantee placement with the DON. The use of this hiring authority is at the discretion of the hiring manager.

## Frequently Asked Questions

**Q. There is a job posted on [www.don.usajobs.gov](http://www.don.usajobs.gov) that I believe I can perform successfully. Can I apply as a Schedule A applicant?**

A. Yes. You may apply to any position on USAJOBS with the DON, including the U.S. Marine Corps.

**Q. The job announcement does not say “Schedule A” under “Who May Apply”. May I apply for this position?**

A. Yes. Although the job announcement does not include “Schedule A” under “Who May Apply,” you can apply to this position.

**Q. I am Schedule A eligible, how can I contact the Selective Placement Coordinator (SPPC) for the Department of the Navy?**

A. You may contact the SPPC at [donstaffing@navy.mil](mailto:donstaffing@navy.mil).

**Q. My son/daughter has a disability. How can I get them a job with DON?**

A. We ask that all applicants contact the SPPC directly, unless they have a designated legal representation. The SPPC will provide your son/daughter with the information they need to apply using the Schedule A hiring authority.

**Q. Does my Schedule A letter have to list my disability and my necessary accommodations?**

A. No. Your schedule letter does not need to list your disability or your accommodation. It should be a generic letter that states you are Schedule A eligible per 5 CFR 213.3102(u). The SPPC can provide you with a sample Schedule A letter.

**Q. I think my resume is not being seen by a human resources specialist because I have a disability. Who do I contact?**

A. You may contact the SPPC at [donstaffing@navy.mil](mailto:donstaffing@navy.mil). The SPPC will provide with the appropriate point of contact with the Equal Employment Opportunity Office.

**Q. I want to apply to other agencies using my Schedule A eligibility. Can I send my Schedule A package for other agencies to the DON SPPC?**

A. The DON SPPC can only assist with positions within the DON, including the U.S. Marine Corps.

## Where to Find Additional Information

For additional information, you may contact the DON, Selective Placement Program Coordinator at [donstaffing@navy.mil](mailto:donstaffing@navy.mil).

If you have questions regarding your USAJOBS application, please contact the DON Employment Info Center at [doneic@navy.mil](mailto:doneic@navy.mil) or (858) 557-5723.